

City of Selah



Position Title Human Resources and Community Outreach Specialist

This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Department: Executive (City Hall)	Classifications: Permanent; Full time; Non-Union; Exempt
Benefits: Position receives full benefits	

Summary of Position

Under the direction of the Mayor and the City Administrator, with limited supervision, the Human Resources and Community Outreach Specialist coordinates the operations of the City of Selah's Human Resources (HR) Department; provides advice and council to City Staff and management for resolution of HR issues, interprets and administers policies and agreements as they relate to Human Resources; performs professional activities developing and delivering a robust community outreach plan to support the goals and programs of the Mayor and City Council; ensures important and topical information regarding City functions is community to public quickly and efficiently; and serves as the City's designated Public Information Officer (PIO).

Supervision and Direction to be Received

Receives direction from the Mayor and City Administrator, and when appropriate from the City Attorney. Works with limited supervision and often exercises independent judgement.

Supervision and Direction to be Exercised

Will supervise and direct any deputy positions or separate subordinate position that may be established. Will also provide direction as it pertains to human resources, public records, or records retention as required for all staff within the City.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

Human Resources

1. Oversee and directs human resources for the City; exercises independent judgment within broad policy guidelines; provides leadership; direction and guidance on policy and priorities; monitors change in state and federal employment laws, regulations and standards; manages compensation, benefits, recruitment, retention, training and staff development, labor and employee relations, labor negotiations and dispute resolution, collective bargaining, regulatory compliance, and personnel policies, records and coordinates as needed for payroll files.
2. Provides advice and consultation to department heads on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relation issues and assists with disciplinary actions while exercising the highest degree of confidentiality and professionalism.
3. Instructs and counsels employees and workers on policies, procedures and employment issues; assures the consistent interpretation and application of City, state, and federal laws, regulations, standards, policies, and procedures.

4. Monitors and assures the quality of performance, services and work product; coordinates issues with elected officials and outside agencies; reviews and approves employee status changes; interprets and explains City standards, policies and procedures.
5. Maintains absolute confidentiality on work-related issues, client records and City information, assures compliance with the confidentiality standards of the Privacy Act of 1974. {U.S.C. § 552A}; performs related duties as required or assigned.
6. Serves as the coordinator and administrator of the Worker's Compensation (L&I) and Unemployment Compensation programs, filing and keeping track of related and necessary records. Serves as the City's coordinator and administrator of such programs as the Fair Labor Standards Act, the Family and Medical Leave Act, and the Americans with Disabilities Act.
7. Serves as the Secretary/Chief Examiner of the City's Civil Service Commission; maintains the Rules and Regulations; advertises, administers testing and certifies to the Appointing Authority the respective entry level promotional eligibility lists; and provides for meetings and hearings as necessary.
8. Provides assistance to and resources for all departments in the processing and administration of the various personnel functions including, but not limited to, interviewing techniques, elimination of sexual harassment, job safety, and training.
9. Accurately files state reports as required for Human Resources, specifically JLARC, PFML, OSHA, and Title 6 reports (as well as any others that might be requested of the Mayor or City Administrator).

Community Outreach

1. Create and implement a master communication plan that aligns with the strategic initiatives and values of the City and City Council.
2. Plan, lead, and organize timely communication to accurately inform Selah residents of City issues, actions, services, emergency information, and important legislation.
3. Serve as lead digital communicator, online content editor, webmaster and social media manager; manages day-to-day online communications and customer service requests.
4. Provide oversight of written publication processes including writing articles, speeches, publications, and/or presentations.
5. Review and/or edit drafts of various written information produced by other City departments and divisions for errors in fact or inconsistencies with style or voice.
6. Manage the City's press and media relations strategy; builds relations with media and community leaders.
7. Serve as the City spokesperson, as appropriate, reinforcing the positions and perspectives of the City Council and leadership team.
8. Remain neutral, transparent, proactive, resident-focused, and works within the parameters of City code and legislation.
9. Maintain knowledge of local, regional, and national current events to inform strategic thinking and City Council response.

General

1. Serves as a principal advisor to the Mayor, City Administrator, City Attorney, and members of the City Council.

Peripheral Duties

1. Serves as the City's website administrator. Coordinates with and trains department heads and staff tasked with updating departmental website content.
2. Attends and participates in meetings with constituents, interest groups, contractors, and suppliers, prospective contractors and suppliers, and others; includes evening and/or weekend meetings and events as assigned.

- 3. Answers and responds to telephone calls, email inquiries, and physical correspondence.

Tools and Equipment Used

Requires frequent use of personal computer, including word processing, email, data processing and spreadsheet programs; also requires frequent use of telephone, photocopy machine and fax machine.

Position-Specific Qualifications

The following position-specific qualifications are required:

- **Typing:** Ability to type 50 words per minute (WPM)
- **Attendance and Performance:** Regular attendance and consistent performance
- **Driver’s License:** Possession (within three months of assuming position) of a valid Washington State **Driver’s License**, and uninterrupted possession thereafter.
- **Education and/or Experience:** Graduation from an accredited four-year college or university with a Bachelor’s degree (or higher) in human resources, communications, journalism, marketing, public relations, public administration, business management or an equivalent discipline; three (3) years professional experience in human resources, government relations, journalism, public relations, and/or marketing; or any equivalent combination of education and experience on a year for year basis.

The following position-specific qualifications are not strict requirements, and instead are merely preferences:

- **Human Resources Certificate:** Possession of a SHRM-CP certificate or SHRM-SCP Certificate

Working Conditions:

- **Reasonable Accommodations are Available:** Reasonable accommodations will be granted due to documented disabilities that, absent such accommodations, would impede an applicant’s or employee’s performance.
- **Typical Working Environment:** The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- **Physical Demands:** While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for Publication:

Roger Bell
Mayor

Rich Huebner
City Administrator

Date

I have read this job description and understand the requirements and expectations listed within.

Employee Signature

Date